



Michigan Career & Technical Institute

Training Programs and Support Services

*Making you a star in
your future career field!*



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About MCTI — The Opportunity School!

A separate entity from the traditional community college or technical school, Michigan Career & Technical Institute (MCTI) has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring support services and state-of-the-art training for business and industry today. MCTI operates under the auspices of the Michigan Department of Labor & Economic Growth, Michigan Rehabilitation Services.

The campus—located on the shores of Pine Lake in southwestern Barry County—is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board in the dormitory are free. A career assessment service is available to help students explore career options. A full spectrum of health, psychological, and social work services is also provided. All classrooms, dormitory rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather. At a reasonable cost, a two- and three-bedroom housing complex and daycare center are available adjacent to campus for students with families.

Depending on aptitude and interest, students may choose to enroll in one of several technical training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association-Commission on Accreditation and School Improvement (NCA-CASI) and by the Commission on Accreditation of Rehabilitation Facilities (CARF). The schools training programs are approved by the U.S. Department of Veterans Affairs.

MCTI Mission Statement

The Michigan Career & Technical Institute conducts vocational and technical training programs and provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment.

MCTI Philosophy

At the Michigan Career & Technical Institute, we believe:

- ❖ A student is the most important person in our school.
- ❖ Our purpose is to provide technical training that meets the needs, interests and abilities of our students.
- ❖ Each student is an individual who has dignity and worth, and who should be treated with respect.
- ❖ It is our responsibility to provide the opportunities to develop skills that will enhance employment.
- ❖ It is our responsibility to involve business and industry in order to provide greater employment opportunities for our students.
- ❖ It is our job to promote employment through a wide range of physical, social, cultural, and support services designed to overcome barriers that may interfere with training and employment.
- ❖ It is our job to provide the knowledge, skills, and attitudes that prepare individuals for employment in a specific trade or vocation, and to assist them to live independently.



Why Choose MCTI?

- ❖ MCTI accommodates most disabilities through individualized training and comprehensive services, including interpreters for students who communicate manually.
- ❖ An MCTI team works with each student to help him or her meet personal and training objectives.
- ❖ A hands-on “learn-by-doing” approach is used in MCTI’s competency-based curriculum.
- ❖ Each MCTI training department replicates the modern industrial environment, standards, and technology of that field.
- ❖ Skilled MCTI graduates get jobs. Over the past 10 years, MCTI has averaged an 80 percent placement rate.

Admissions

Students must be 18 years of age or older. MCTI expects that individuals who are referred to MCTI are able to manage in a way that will enable them to succeed.

Suggested criteria to determine if the student is able to manage include the following:

The individual...

- ❖ Verbalizes a desire to obtain employment upon training completion
- ❖ Wants to take an active role in their rehabilitation and vocational program
- ❖ Verbalizes a motivation and a willingness to learn
- ❖ Can stay on task, enabling them to complete the program within specified time frames
- ❖ Has a stabilized disability
- ❖ Seems to understand acceptable social behavior, including getting along with peers, following rules and accepting supervision
- ❖ Can live independently in the MCTI dormitory environment
- ❖ Has the potential to exercise good judgment when balancing academic, social and leisure activities
- ❖ Does not have a history of harming self or others

Note: Referrals with a Full Scale IQ score below 75 may be asked to participate in a preadmission interview with MCTI staff to determine if the prospective student has the potential to succeed at MCTI.

Admission to MCTI for a Career Readiness Program, including assessment, does not ensure admission or enrollment into a vocational trade program. Each vocational trade program has specific requirements that must be met prior to enrollment.

Prospective students 18 years of age and older can obtain information about MCTI several ways.

Call the Admissions Office toll free at (877) 901-7360 (voice/TTY). **Visit** the website at www.michigan.gov/mcti. **Write** the Admissions Office, Michigan Career & Technical Institute, 11611 W. Pine Lake Rd., Plainwell, MI 49080

Come and Tour MCTI!

MCTI highly recommends that prospective students make a reservation to visit the school (it's not mandatory). Tours are offered on designated Wednesdays. On these visitation days, prospective students receive an overview of all programs and tour the facility. Wheelchair and interpreter services are available on request.

Referral Agencies

- ❖ Michigan Rehabilitation Services
- ❖ Michigan Commission for the Blind
- ❖ Veterans Affairs
- ❖ Private rehabilitation agencies

School Calendar

MCTI operates on four 10-week terms per year. The school year begins in late August/early September and runs through the second week in July. Start times are:

- ❖ Late August/early September
- ❖ Mid-November
- ❖ Mid-February
- ❖ Early May

The holiday breaks are usually the third week in December through New Year's; spring break (one week in late March); a short Thanksgiving break, plus two three-day weekends in January and February.

Enrollment Times

- ❖ Enrollment into most MCTI training programs occurs four times a year: September, November, February, and May.
- ❖ Enrollment in Career Assessment Services and the Step-Up program occurs every five weeks (between September and June).
- ❖ Note: New students in the Electronics, and Grounds Maintenance and Landscaping are accepted in fall and spring terms only.
- ❖ Each program at MCTI has its own enrollment list.

If a prospective student meets the entrance criteria of the training program he or she has selected, the Admissions program manager will place his/her name on the waiting list of that program and send a projected enrollment letter. Students' names are placed on the waiting list and invited for admittance in the order of application approval.

Financial Aid

- ❖ MCTI participates in the Federal Pell Grant and Federal Supplemental Education Opportunity Grant programs.
- ❖ The student, state of Michigan, and the Federal Vocational Rehabilitation Program share educational costs at MCTI.
- ❖ Students who are eligible for Michigan Rehabilitation Services or the Michigan Commission for the Blind are not charged for tuition, room or board on campus.
- ❖ Financial aid applications are available at all Michigan Rehabilitation Services offices and at MCTI.
- ❖ A completed financial aid application is required for admission to the school.
- ❖ Students must reapply for financial aid each academic year (prior to the May term).
- ❖ Questions? Call the MCTI Financial Aid office at (269) 664-9235.





Career Readiness Center (CRC)

The CRC is comprised of four educational programs:

- ❖ Career Assessment Services
- ❖ Education Center
- ❖ Reading Clinic
- ❖ Step-Up

All are designed to improve students' reading, math, basic computer, and employability skills so they may achieve success in one of MCTI's training programs or obtain immediate employment.

CRC Programs

- ❖ Work together to offer a variety of assessments, structured programs and classes to potential and current vocational trade students
- ❖ Prepare students to enter a vocational trade program that matches their skills and interests and builds employability skills prior to entering the vocational trade program and/or the world of work
- ❖ Offer courses that develop and improve the student's employability skills

Career Assessment Services (CAS)

CAS is a holistic, comprehensive vocational evaluation program that offers clients the opportunity to develop realistic employment goals and obtain personal satisfaction through a better understanding of their personality, interests, skills, and abilities. Students are enrolled for up to five weeks and participate in a variety of assessments.

Following assessment, enrollees have the opportunity to compare their knowledge, skills, abilities, and interests with a variety of jobs to determine their potential for success in 1) various jobs and, 2) with training program requirements at MCTI and other institutions. This comparison helps students determine which skills they will need to develop before they will be considered for a particular job or admittance into a specific training program.

Career Assessment is for those who:

- ❖ Express an interest in employment or training, but may question their ability to succeed
- ❖ Express an interest in employment, but have not identified a specific career
- ❖ Need the opportunity to demonstrate what they can do and cannot do
- ❖ Have academic, remedial, or learning difficulties
- ❖ Need accommodations to support their employment and/or training success

Results

At the conclusion of the program, the Career Assessment Services staff will document an enrollee's abilities. This documentation will:

- ❖ Help the enrollee and his/her referring counselor develop a training/career plan
- ❖ Indicate the type of remedial and/or supportive services necessary for the enrollee's success
- ❖ Provide an enrollment date if he/she qualifies for and is interested in admittance to an MCTI training program

Education Center

The Education Center is a MCTI/Delton-Kellogg Schools partnership that offers students the opportunity to strengthen and improve their academic performance while enrolled in trade training. The reading program teaches students how to improve their critical reading skills, study textbooks and build their vocabulary. Special occupational math programs have been designed to assist students with trade math requirements as well as to review basic concepts. Each student's needs are identified through testing, and then, a program is designed to meet individual goals.

Services offered include:

- ❖ academic testing
- ❖ computer-aided reading
- ❖ high school completion
- ❖ remedial math and reading
- ❖ study skills
- ❖ occupational math and reading

Reading Clinic (RC)

The RC offers literacy assessment as well as a full-time adult literacy program and specific need courses. The full-time program is designed for individuals with literacy levels below the 7th grade and an ability to benefit from an intensive multisensory program.

Students throughout the school may take specific need courses. These courses are open to and are designed for those students with adequately developed general literacy skills but with specific needs that can be filled by a single course.

Step Up (SU)

Step Up is a 5- to 10-week prevocational, skill development program.

- ❖ SU prepares students with skills and strategies necessary to successfully participate and compete in occupational training opportunities at the postsecondary level.
- ❖ Course offerings are tailored to each student's needs and focus on improving basic math and literacy skills, study skills, computer literacy, communication and other employability skills.





Support Services

It is the philosophy and mission of MCTI to prepare students for competitive employment after graduation. In support of this mission, MCTI offers a wide range of supportive services to assist students in their pursuit of academic success.

Program Managers

Each student is assigned a program manager for help in determining which support services are needed for his or her individualized program at MCTI. The student's progress is discussed during professional team meetings and on an individual basis throughout the student's enrollment in school.

Health Services

The MCTI Health Services department offers a variety of services to enhance each student's ability to successfully complete his or her training program. The following professional staff are available to students by appointment:

- ❖ registered nurse
- ❖ nurse practitioner
- ❖ occupational therapist
- ❖ social workers
- ❖ substance abuse therapist

MCTI also has a contract physician for student appointments.

Residential Services

Students at MCTI reside in comfortable dormitories, sharing suites with assigned roommates. Residential staff is on duty 24 hours a day to assist students, and work closely with the Hall Senate to make the dormitory a pleasant and safe place for students.

Pine Lake Family Center

The Pine Lake Family Center adjacent to the MCTI campus is a housing and day-care complex accommodating parents with children. The Center has 20 two- and three-bedroom housing units that are smoke-free, handicap accessible, and available at a reasonable cost.

Accommodations and Assistive Technology

Prospective students may consult with MCTI's occupational therapist (OT) prior to admission. The OT recommends accommodations/assistive devices to help students overcome barriers to success. The occupational therapist participates in each orientation session to assure that students have all reasonable arrangements in place during their training programs. Michigan Rehabilitation Services also has a center in Lansing available for assistance with occupational therapy or other accommodation issues not available at MCTI.

Leisure Services

A wide variety of activities are available for students to spend their after-school hours in a fun, rewarding, and productive manner. MCTI's location on 72 acres of scenic countryside, with 700 feet of accessible frontage on Pine Lake, provides opportunities for boating, canoeing, fishing and swimming. Off the beach, students can participate in golf, tennis, softball, biking, horseshoes and more. Year-round activities include swimming in the olympic-size indoor pool, fitness training, bowling, archery, basketball, volleyball, and card tournaments. Students can also participate in expressive arts, leather work, ceramics photography and guitar. Off-campus activities are planned each week, and vary from shopping and movie excursions to bike trips, local festivals, sporting events, concerts, and Lake Michigan beach parties.

Student Government

MCTI's strong student government system has proven to be a dynamic vehicle that promotes student satisfaction and commitment to the school. It's comprised of three branches:

Student Council is responsible for issues related to student activities and concerns. It is officiated by a president, vice president and treasurer, and is made up of representatives from each training area.

Hall Senate is organized through the dormitory with each floor having a president, vice president and hall judge. Hall Senate enables students to govern themselves and solve dormitory-related problems and policy violations.

Student Court is the judicial branch of student government that hears all cases presented by students concerning disputes and violations of policy.



Placement Services

Everyone is involved in the placement process at MCTI. Students, instructors, counselors and the placement staff work as a team to achieve the ultimate goal of employment. The staff also works closely with employers throughout the state to promote the quantity and quality of job placements.

Job Seeking Skills, a course designed to help the student conduct a successful job search, introduces the student to the job search process and techniques/methods to overcome employment barriers. Job Seeking Skills is required for all students anticipating to graduate from MCTI.

Services provided:

- ❖ Practice applications and interviews
- ❖ Resume and cover letter preparation
- ❖ Job-search videos and Internet access
- ❖ Statewide newspapers and business directories
- ❖ Leads on job openings
- ❖ Telephone and fax machine use
- ❖ Postage for direct mailings
- ❖ Transportation to interviews
- ❖ Assistance in locating housing and transportation
- ❖ Follow-up services



Spotlight on the Training Programs



*Making you
a star in your
future career field!*





Automotive Technology

Career Choices—Certificate of Completion Programs

- ❖ General Maintenance Technician
- ❖ Auto Parts Specialist
- ❖ Suspension/Steering Technician
- ❖ Brake Technician
- ❖ Automotive Electrical Technician
- ❖ Engine Performance Technician
- ❖ HVAC Technician

Depending on skills, ability, and interests, students can participate from 1-6 terms.

Program Description

Along with established academic and hands-on training, MCTI's Automotive Technology Program operates like a small repair and auto parts business. All students are trained in basic shop practices and have experience working on vehicles.

Students may train in the diagnosis and repair of brakes, suspensions, and electrical, heating/air conditioning, and engine performance systems, working toward state of Michigan and national (ASE) certifications. The program is based on the National Automotive Technicians Education Foundation (NATEF) competency standards.

Students may also focus on the customer service side of the auto parts business. These students practice basic cataloging, inventory management and merchandizing skills. These students must complete a five (5) week work internship.

Job Outlook

Jobs for auto mechanics are plentiful and students who complete the program are easily hired. Students can expect an entry-level wage of about \$7.15–\$12 per hour. Experienced mechanics with leadership ability may advance to shop foreman or become service managers.

Aptitude/Abilities

- ❖ Physically demanding, coordination, above average skill in working with one's hands, and the ability to get into awkward positions
- ❖ Average spatial, motor coordination; manual dexterity, strong mechanical reasoning and ability to problem solve
- ❖ Average learning ability, computer literate
- ❖ Ability to meet and deal with people, interpersonal communication skills
- ❖ Valid, unrestricted Michigan driver's license required
- ❖ Students interview with the instructor prior to acceptance
- ❖ Academic abilities are detailed in MCTI catalogue

Cabinetmaking/Millwork

Career Choices—Certificate of Completion Programs

- ❖ Certified Woodworking Machine Operator
- ❖ Certified Woodworking Machinist
- ❖ Certified Woodworking Moulder Specialist
- ❖ Certified CNC Woodworking Specialist
- ❖ Certified Cabinetmaker/Bench Carpenter

Depending on skills, ability, and interests, students can participate from 1-5 terms.

Program Description

MCTI's Cabinetmaking/Millwork Program is one of the best-equipped shops in the nation for cabinetmaking and millwork training. Students are trained in the operation of state-of-the-art CNC panel processing equipment, spindle moulders, profile grinders, and numerous other woodworking machines. Students work on individual as well as production projects.

Strong industry involvement helps ensure students have marketable skills upon graduation. Flexible training options provide students with an opportunity to develop individual skills depending on interest and ability.

Job Outlook

Starting wages vary according to geographic region and area of specialty. However, program graduates typically are offered starting wages 25 to 30 percent higher than average.

Aptitude/Abilities

- ❖ Careers in this trade are physically demanding
- ❖ Average learning ability
- ❖ Demonstrated ability to compute dimensions
- ❖ Average finger and manual dexterity
- ❖ Average form perception
- ❖ Strong mechanical aptitude
- ❖ Ability to make judgments and execute precision work
- ❖ Academic abilities are detailed in MCTI catalogue



Certified Nurse Assistant

Career Choices—Certificate of Completion Programs

- ❖ Certified Nurse Assistant

Program Description

In the Certified Nurse Assistant (CNA) Program, students learn to care for patients in a caring and compassionate manner. Students first learn patient care techniques in a simulated lab environment, followed by a clinical rotation at a nursing home. They receive hands-on instruction in patient care, communication, medical terminology, documentation, and medical equipment. Upon completion of the program, students are offered study and practice sessions to prepare for the state of Michigan competency exam.

Job Outlook

There are many job opportunities for nursing assistants in nursing homes, home care, hospitals, and private duty. Students can expect an entry wage of \$7.15–\$12.50 per hour.

Aptitude/Abilities

- ❖ Ability to follow orders, work under close supervision, perform well under stress and perform a variety of tasks
- ❖ Demonstrate emotional stability, caring and empathetic attitude, good interpersonal communication skills
- ❖ Enjoy dealing with people beyond receiving work instructions
- ❖ Physically demanding
- ❖ Must be crime free as outlined by Public Acts 27.28 and 29 (2006)
- ❖ No current charges pending
- ❖ Students interview with instructor prior to acceptance
- ❖ Academic abilities are detailed in MCTI catalogue



Culinary Arts

Career Choices—Certificate of Completion Programs

- ❖ Utility Worker
- ❖ Food Service Worker
- ❖ Cook's Helper
- ❖ Line Cook
- ❖ Cook
- ❖ Cook/Manager

Depending on skills, ability, and interests, students can participate from 1-6 terms.

Program Description

MCTI's Culinary Arts Program operates the Pine Cove Restaurant on campus. Students gain experience in the restaurant setting and also work in the school cafeteria, where they learn large-quantity food preparation, breakfast cookery, and serving. The program offers the required classes for chef certification, ServSafe, nutrition and supervision. The program is accredited by the American Culinary Federation's Secondary Accrediting Committee.

Job Outlook

Jobs are plentiful in this industry and skilled graduates can expect job placement within a short period of time. Entry-level wages vary from \$7.15–\$10.75 per hour and are dependent on the geographical area in which the student relocates.

Aptitude/Abilities

- ❖ Interpersonal communication
- ❖ Carry out detailed/multiple written or oral instructions
- ❖ Work effectively under stress
- ❖ Demonstrate a willingness to work, be adaptable, be punctual
- ❖ Ability to work under pressure, prioritize and make good judgments
- ❖ Ability to withstand physical demands (standing for long periods; working in extreme heat and varying conditions)
- ❖ Academic abilities are detailed in MCTI catalogue



Custodial

Career Choices—Certificate of Completion Programs

- ❖ Custodial Support Worker
- ❖ Custodian

Depending on skills, ability, and interests, students can participate from 1-2 terms.

Program Description

The MCTI Custodial Program is designed to train individuals to be capable, well-qualified building and commercial custodians. Through the use of up-to-date equipment, students apply the skills learned at on-campus job stations. Through hands-on training, students gain experience in daily cleaning and floor maintenance, stripping of floors, restroom sanitation, daily carpet cleaning and shampooing, and using and maintaining equipment. Students are also trained to follow work schedules and keep inventory.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages are dependent on geographical area and vary from \$7.15–\$11 per hour.

Aptitude/Abilities

- ❖ Custodial work includes repetitive standing, walking, stooping, reaching, and occasional lifting and carrying
- ❖ Physically demanding
- ❖ Observation skills, interpersonal communication skills
- ❖ Job/task planning, follow/remember instructions, work without supervision
- ❖ Willing to complete repetitive tasks and work with definite standards set by others
- ❖ Academic abilities are detailed in MCTI catalogue



Customer Service

Career Choices—Certificate of Completion Programs

- ❖ Information Clerk
- ❖ Customer Service Clerk
- ❖ General Office Clerk
- ❖ Business Support Specialist (invitation only)

Depending on skills, ability, and interests, students can participate from 1-3 terms.

Program Description

In the Customer Service Program, students work in a simulated customer service environment utilizing a telephone and a computer to learn all aspects of customer service including problem solving, telephone techniques and etiquette, computer concepts, and business correspondence. This hands-on training ensures the student can work effectively on the computer while communicating clearly, resolving problems, and remaining tactful when handling complaints and satisfying customers.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary by geographical area and range from \$7.50–\$11.50 per hour.

Aptitude/Abilities

- ❖ Ability to communicate through oral/written formats
- ❖ Ability to use communication and information technology
- ❖ Ability to problem solve; strong interpersonal communication skills
- ❖ Basic keyboarding skill, ability to attain keyboard speed of 35 wpm
- ❖ Task planning and organization, average clerical perception
- ❖ Demonstrates good judgment, enjoys a variety of tasks
- ❖ Enjoys working with people
- ❖ Academic abilities are detailed in MCTI catalogue



Electronics

Career Choices—Certificate of Completion Programs

- ❖ Assembler/Tester
- ❖ Communication AV Cable Installer
- ❖ Electronics Technician
- ❖ Industrial Tester/Installer
- ❖ Alarms System Technician
- ❖ Industrial Electronics Technician
- ❖ Telecommunications/Broadcast Technician

Depending on skills, ability, and interests, students can participate from 1-8 terms. Most new students are accepted into the Electronics Program in fall and spring terms only.

Program Description

MCTI's Electronics program has a well-equipped electronics lab that provides up-to-date, hands on training. Students in the Electronics Program learn entry-level skills appropriate to most electronic businesses and industries. Courses help prepare students for entry-level employment in industrial/ electronics maintenance. More than 75 percent of the student's time is spent in the lab with hands-on training exercises.

Job Outlook

Jobs are plentiful in this industry and skilled graduates can expect job placement within a short period of time. Entry-level wages vary from \$8.15–\$13.50 per hour.

Aptitude/Abilities

- ❖ Above average verbal and numeric aptitudes
- ❖ Above average manual/finger dexterity, hand-eye coordination, motor coordination, spatial/form perception
- ❖ Above average learning ability and mechanical reasoning skills
- ❖ Demonstrated ability to interpret technical instructions in mathematical and diagrammatic form
- ❖ Ability to logically solve problems with abstract and concrete variables
- ❖ Ability to make good judgments
- ❖ Ability to perform precision work and a variety of tasks
- ❖ Academic abilities are detailed in MCTI catalogue

Graphic Communications

Career Choices—Certificate of Completion Programs

- ❖ Screen Printer
- ❖ Bindery/Finishing Worker
- ❖ Press Assistant

Depending on skills, ability, and interests, students can participate from 1-3 terms.

Program Description

MCTI's Graphic Communications Program is run like a print shop. In this production environment, students develop job competencies, while operating specialized printing equipment to produce brochures, business cards, forms, and other printing for the school and various other organizations.

Job Outlook

Jobs are plentiful in this industry and skilled graduates can expect job placement within a short period of time. Entry-level wages vary from \$7.30–\$10 per hour and are dependent on geographical area.

Aptitude/Abilities

- ❖ Average mechanical, manual dexterity, motor coordination
- ❖ Computer literate, numeric, color and form perception
- ❖ Task planning/organizing, attention to detail
- ❖ Ability to perform a variety of tasks
- ❖ Ability to execute precision work
- ❖ Physically demanding
- ❖ Academic abilities are detailed in MCTI catalogue





Grounds Maintenance and Landscaping

Career Choices—Certificate of Completion Programs

- ❖ General Maintenance Worker
- ❖ Grounds Maintenance/Landscaping Technician

Depending on skills, ability, and interests, students can participate from 1-2 terms. Note: New students in the Grounds Maintenance and Landscaping Program are accepted in the fall and spring terms only.

Program Description

MCTI's Grounds Maintenance and Landscaping Program is run like a small grounds maintenance and landscaping business. Students are the crew and work as a team. Students gain actual experience on the school campus. They use power equipment and tools to mow and trim the lawn; trim and prune hedges and bushes; and plant trees, shrubs, and flowers. In the winter months, they are exposed to snow and ice removal using plows. The "crew" maintains the equipment used.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from \$7.15–\$10 per hour and are dependent on the geographical area in which the student relocates.

Aptitude/Abilities

- ❖ Ability to work independently in an outdoor environment; stand and walk for an eight-hour day; and lift frequently, physically demanding
- ❖ Low to fair manual dexterity and motor coordination
- ❖ Demonstrated ability to follow written/oral instructions
- ❖ Ability to make judgments and observations regarding prioritizing tasks and quality of work standards
- ❖ Effective interpersonal communication skills
- ❖ Valid, unrestricted Michigan driver's license required
- ❖ Academic abilities are detailed in MCTI catalogue

Machine Technology

Career Choices—Certificate of Completion Programs

- ❖ Machine Operator
- ❖ Welder/Fabricator
- ❖ CNC Operator
- ❖ CNC Machinist

Depending on skills, ability, and interests, students can participate from 1-4 terms.

Program Description

MCTI's Machine Technology Program is run like a small machine shop. Students are taught to run various machines including manual lathes, milling machines, and grinders. Students use hand tools to layout, finish, fit, and assemble parts. Students also learn setup and operation of CNC turning and machining centers. Advanced students learn to use CAD/CAM software such as AutoCAD, Solidworks, and Bobcad/CAM to generate G-code for CNC machining.

Job Outlook

Job prospects are good for trained machinists and operators. Entry-level wages begin at \$8–\$12 per hour for machinists.

Aptitude/Abilities

- ❖ Average learning ability, spatial and form perception, motor and fine finger dexterity
- ❖ Demonstrated ability of mechanical reasoning, computer literacy
- ❖ Ability to problem solve and compute dimensions
- ❖ Ability to stand for long periods of time
- ❖ Academic abilities are detailed in MCTI catalogue



Office Automation

Career Choices—Certificate of Completion Programs

- ❖ Cable Installer
- ❖ Copier Servicing and Repair Technician
- ❖ Computer/Peripheral Servicing and Repair Technician
- ❖ Network Support Technician

Depending on skills, ability, and interests, students can participate from 1-7 terms.

Program Description

MCTI's Office Automation Program has a well-equipped office automation lab that provides a realistic setting for up-to-date, hands-on training. Students spend approximately 30 hours a week maintaining and repairing office management systems, computers, copiers, printers, cash registers, fax machines, and other office equipment. Students also work toward three national certifications for computer repair and networking including A+ Computer Certification. Depending on interest and ability, students may also learn webpage design and basic computer programming.

Job Outlook

Skilled graduates can expect job placement in a short period of time. Entry-level wages range from \$7.15 – \$15 per hour and are dependent on the geographical area in which the student relocates.

Aptitude/Abilities

- ❖ Above average learning ability, including mechanical reasoning and verbal/math skills
- ❖ Average spatial/form perception
- ❖ Demonstrated ability to logically solve problems with abstract and concrete variables, strong interpersonal communication skills and computer literate
- ❖ Ability to make good judgments, multitask and perform precision work
- ❖ Academic abilities are detailed in MCTI catalogue

Retail Marketing

Career Choices—Certificate of Completion Programs

- ❖ Stock Clerk
- ❖ Cashier
- ❖ Sales Associate
- ❖ First-Line Supervisor

Depending on skills, ability, and interests, students can participate from 1-3 terms.

Program Description

MCTI's Retail Marketing Program operates the Eagle Shack, the on-campus store. Students learn customer service/personal selling, cash handling, inventory control, merchandizing, and promotion/advertising.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from \$7.15–\$10 per hour and are dependent on geographical area in which the student relocates.

Aptitude/Abilities

- ❖ Average verbal and math skills, clerical perception, low to fair manual dexterity
- ❖ Effective interpersonal skills
- ❖ Ability to multitask, perform precision work
- ❖ Likes to work with people
- ❖ Academic abilities are detailed in MCTI catalogue





MRS is funded 78.7% with USDOE-RSA Title I federal funds, and 21.3% with state and local funds.

The Michigan Department of Labor & Economic Growth is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities, as required by law.

Printed July 2008. Quantity: 10,000 Total Cost \$ 7,024.09
Unit Cost: \$0.70 DLEG-0708-3003. Commodity No: 4882-6012.